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C O P Y

TAB D

C O P Y

VIA AIR

March 4 1957

TO : Chief, Training Station, [redacted] 25X1A6a

FROM : [redacted] 25X1A9a

SUBJECT: General - Finance

Specific - Summary Report of Visit to [redacted] Station re Financial Property Accounting Procedures 25X1A6a

1. Purpose of Visit

As part of the Headquarters program to simplify financial property accounting procedures, visits are being made to each station or base maintaining such procedures for the purpose of studying the procedures and operations in order to identify problem areas and areas in which further simplifications can be made.

2. Background and Purposes of Financial Property Accounting Procedure

Same as Tab A.

3. Headquarters Action to Simplify Procedures

Same as Tab A.

4. Findings and Accomplishments

a. The Station is currently recording property transactions in accordance with prescribed FPA procedures and the required monthly reports are being prepared and transmitted promptly to Headquarters. Personnel responsible for the detailed operations in both the Finance and Logistics Offices have a good understanding of the procedures. We discussed with them the implementation of the simplifications in the FPA procedures authorized by Headquarters (paragraph 3, above). The Station has adopted or is in process of adopting these simplifications.

b. The Station has directed substantial effort to the requirement that current reconciliations be made of the detailed Stock Record Cards of the Accountable Officer with the financial property accounts maintained by the Finance Officer. A separate memorandum has been prepared (copy attached as Tab A) summarizing our findings and recommendations concerning this subject.

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c. We reviewed and discussed the FPA procedures with the interested Station personnel. Technical guidance was furnished on a number of questions relating to the prescribed procedures. A list of specific recommendations has been prepared and provided to the Finance Officer (copy attached as Tab B).

d. Based upon our visit here and to other FPA locations in the

25X1A [redacted]

5. General

We wish to express our appreciation to the Station for the excellent cooperation accorded us in accomplishing the purpose of our visit. All personnel contacted were most helpful in providing necessary information and contributing to our efforts to improve the FPA procedures.

[redacted] 25X1A9a

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